**Southeast Michigan STEM Summit**

**March 8-9, 2019**

**Oakland University, Oakland Center**

**Rochester, Michigan**

**Call for Presentations – Proposal Form**

**Before filling out this form, we recommend reviewing**

**the “2019 STEM Summit Call for Presentation Guidelines”**

Please note: We will have three, **50-minute break-out periods for sessions**. Please be mindful of this time limit when you compose your proposal. We strongly recommend your proposal include no more than four presenters.

1. **Session Organizer** *(This is the person we will contact regarding your submission.)*

|  |  |
| --- | --- |
| **Name:** |  |
| **Affiliation:** |  |
| **Phone #:** |  |
| **Email:** |  |

1. **Type of Proposal** *(choose 1)***:**

|  |  |
| --- | --- |
|  | Breakout Session: Speaker Panel/Presentation |
|  | Breakout Session: Hands-on Workshop |
|  | Breakout Session: Roundtable/Discussion Group |

1. **Strand** *(choose 1)***:**

*Sub Strand - Check all that apply*

[ ]  **Education**

[ ]  Elementary

[ ]  Middle School

[ ]  Middle School

[ ]  High School

[ ]  After/Out of School

[ ]  Career Technical Education

[ ]  Career Development

[ ]  Special Education

[ ]  Post-Secondary

[ ]  Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  **Business/Workforce**

[ ]  In school supported program

[ ]  Out of school supported program

[ ]  Multi-Partner program

[ ]  Competitive Team Support

[ ]  Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  **Policy**

[ ]  State, Regional, Organizational or Local policy development efforts

[ ]  System based models with alignment, requirements, and design elements to specific policies and guidelines

[ ]  Services and opportunities to all students

[ ]  Equity and diversity

[ ]  Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  **Parents**

[ ]  Models directed at communicating and engaging parents in the career development and STEM Education process throughout multiple grade levels

[ ]  Models that provide supportive resources, programs, and/or activities to parents

[ ]  Activities that provide project materials, equipment, technology for parents

[ ]  School or community based efforts to engage parents

[ ]  Parent organizations addressing this need

[ ]  Camps, activities, vendor opportunities/activities, other programs that provide out of school STEM opportunities

[ ]  Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Session Title** *(\*100 characters or less, including spaces and punctuation\*).* Type in box below.

|  |
| --- |
|  |

1. **Please provide a full, detailed description of your proposed session** (*No more than 750 words).*

We highly recommend taking advantage of the full length of this description section. In the past, reviewers have commented that shorter descriptions have not given them enough information on which to base their decision.

Issues to address include:

* Intended audience (Be as specific as possible. For example, if this is a K-12 proposal, specify the relevant grade levels – for business please identify the sector(s).)
* Intended objectives/takeaways for the audience
* How the session relates to the Strand
* How the session relates to the theme of the Summit, or is otherwise particularly relevant to the Summit
* If presenting a specific program, innovation, curriculum, etc.: What evidence is there of its effectiveness (e.g., evaluation findings)
* Structure/flow of the session

Type your detailed description in the box below.

|  |
| --- |
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**Please provide a short abstract of your session** (*250 words or less*). This is the description that will appear in the STEM Summit program and on the STEM Summit website if your session is selected. Type in box below.

|  |
| --- |
|  |

**6. Please check up to six (6) of the following keywords that apply to your session. These will be included with the online description to aid attendees in searching for sessions of particular interest. Definitions of the keywords can be found at the end of the 2018 STEM Summit Call for Sessions Guidelines.**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Academic Success Strategies |  | In-school Programming |
|  | Achievement |  | Interest  |
|  | Administrator Perspective |  | Math |
|  | Business / Industry Perspective |  | Out-of-School Time |
|  | Career Awareness/Development |  | Partnership |
|  | Career Changer/Job Seeker |  | Parent Needs/Perspective |
|  | Community / Partner Perspective |  | Policy |
|  | Digital Literacy / Digital Educ. |  | Research and Evaluation |
|  | Diversity |  | Science |
|  | Dual Enrollment / Early College |  | STEAM |
|  | Educator Perspective |  | Student Perspective |
|  | Educator Preparation |  | Technology & Computer Science |
|  | Engineering |  | Vocational-Technical Education |
|  | Innovation & Entrepreneurship |  | Workforce Development |

1. **Please provide the following information for all individuals who will participate in your session, including yourself if applicable**. *(Note: You must provide contact information for all of your adult speakers/presenters in order for your proposal to be considered complete. Applications with adult speakers/presenters listed as “TBD” may not be considered. It is understood that student participants might not be determined until the new school year.)* **Proposals with more than four presenters may not be considered.**

**NOTE: All those participating as presenters in breakout sessions (including moderators, speakers, workshop presenters, etc.) will be required to register for the Summit. They will NOT be exempted from the conference registration fee of $50 unless they are full-time students.**

|  |  |
| --- | --- |
| **Name #1:** |  |
| Title: |  |
| Affiliation: |  |
| Email: |  |
| Role: | Moderator |  |  |  |
| Speaker |  |  |  |

Has been notified re: $50 registration fee?

|  |  |
| --- | --- |
| **Name #2:** |  |
| Title: |  |
| Affiliation: |  |
| Email: |  |
| Role: | Moderator |  |  |  |
| Speaker |  |  |  |

Has been notified re: $50 registration fee?

|  |  |
| --- | --- |
| **Name #3:** |  |
| Title: |  |
| Affiliation: |  |
| Email: |  |
| Role: | Moderator |  |  |  |
| Speaker |  |  |  |

Has been notified re: $50 registration fee?

|  |  |
| --- | --- |
| **Name #4:** |  |
| Title: |  |
| Affiliation: |  |
| Email: |  |
| Role: | Moderator |  |  |  |
| Speaker |  |  |  |

Has been notified re: $50 registration fee?

**Please submit your proposal as an MS Word document, not as a PDF.**

Final Proposals should be sent as email attachments to:

***garymistem@gmail.com***

File Format for summiting your proposal – Please use the following filename protocol for submitting your presentation proposal: **Strandname\_Proposer Last Name or Organization**.

Examples include:

**Policy\_johnson** or **Workforce\_MearsSchoolDistrict** (A list of the strand names and their abbreviations can be found in the 2018 STEM Summit Call for Sessions Guidelines.)

Questions? Please contact:

**Gary Farina @** **garymistem@gmail.com**

Deadline for receipt of proposals: Friday, December 20, 2018, 5:00 pm.